

FIRE PREVENTION PRACTICE #1.5

August 25, 1999

TO: All Fire Prevention Personnel

FROM: Steve Zaccard, Fire Marshal

SUBJECT: RELEASE OF RECORDS

CODE REF: MN STATUTE 13.442

"THIS POLICY IS TO SERVE AS A GUIDE FOR YOUR ENFORCEMENT. EXCEPTIONS TO THIS POLICY SHALL BE APPROVED BY THE FIRE MARSHAL THROUGH YOUR SUPERVISOR."

Pursuant to state statute, all reports and records which are held by an enforcement agency with regard to inspection processes are public information.

Any document pertaining to Fire, Housing, Building, Health or Property Maintenance code inspections may be released to anyone upon receipt of a properly completed "Request for Release of Information" form and the payment of research and copy fees.

EXCEPTION: NO COMPLAINANT INFORMATION, nor any information which may be used to identify the complainant, including but not limited to the name, address, apartment number, telephone number, letterhead stationary or other such identification data may be released.

Persons who assist in the enforcement of codes by making a complaint cannot be held liable for damages, unless the complaint is malicious. Furthermore, complainants' identities shall not be disclosed as they are classified as "Confidential Data" in accordance with the Government Data Practices Act (MN Statutes ch. 13). Under the data Practices act, willful violation of any of its provisions is just cause for suspension without pay, fine, or dismissal of a public employee.

cc: Gary Trudeau
Cindy Menten

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